

CITY OF MILPITAS
Effective April 1993
Revision: April 2006
EEOC: Admin Support
Unit: Protech
FLSA: Non-Exempt
Physical: 1

RECREATION SERVICES ASSISTANT III
Set Designer

DEFINITION

Serves as staff consultant in area of specialty and may oversee the work of other recreational services personnel. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance of the job duties and work independently. Assignments in this classification may include, but are not limited to: set designer.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Recreation Services Assistant series. The Recreation Services Assistant III is distinguished from the II level by the performance of the more complex and responsible duties assigned to positions in this series. It is distinguished from the IV level in that the III exercises only technical or indirect supervision of other personnel.

SUPERVISION RECEIVED AND EXERCISED

May receive general supervision from Recreation Services Assistant IV, Program Coordinator and/or Recreation Services Supervisor.

May exercise technical supervision over less experienced recreational services personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan and organize recreational activities for assigned area of responsibility.

Assist in directing work of assigned volunteers and recreation leaders.

Organize and lead groups in a particular recreational activity.

Maintain supplies and equipment as needed.

Assist in maintaining program records.

Maintain discipline and encourage observance of required safety precautions.

Plan, organize and coordinate construction of theatrical sets for Rainbow Theater.

Assist Director in coordinating efforts of volunteers and other recreational services personnel.

Perform administrative work as assigned by Rainbow Theater Director.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Demonstrate proficiency in area of specialty.
- Instruct others in area of specialty.
- Plan and organize program elements.
- Communicate and work effectively with the public.
- Establish and maintain program procedures and policies.
- Keep and maintain program records.
- Work independently and exercise good judgment.
- Theatrical Design
- Carpentry.
- Proper usage and safety procedures for theatrical tool.

LICENSE

Appropriate valid California driver's license and satisfactory driving record may be required according to assignments.

Certification in first aid and CPR is required within six months of appointment.

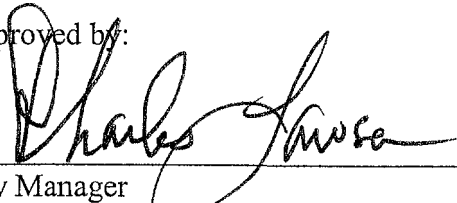
EDUCATION AND EXPERIENCE

Two - year degree in theatre and/or scenic design from an accredited college or university. One-year of working experience in theatrical /design settings.

SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment.*

Work is performed in an office / recreational setting; will be exposed to the elements and sits, stands, walks, kneels, crouches, twist, reaches, bends, crawls, and grasp; must be able to lift, carry, push, pull, drag equipment weighting 50 lbs.; climbing ladders up to 20 feet in height with lighting instrument in hand; driving large truck on city street and freeways.


Approved by:



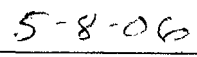
City Manager



Human Resources Director



Date



Date